

## TIPS FOR PREPARING NOMINATIONS FOR AOA AWARDS

1. Carefully read the criteria listed on the nomination form. Note the special focus of each area to be considered and the point value assigned to that area.
2. Keep the nomination statement concise and to the point. The nomination statement should not exceed 2,000 words. Five to six hundred well chosen words are generally adequate and recommended.
3. In addition to noting basic facts (dates, titles, years of service, etc.) about the nominee's professional and volunteer history, briefly describe the key accomplishments achieved by the nominee in these various positions and volunteer posts.
4. If unsure about how to categorize an accomplishment, you may list it under more than one area.
5. Questions or criteria that are not applicable to the nominee's background may be skipped; however, the nominee should have at least one accomplishment listed in each key area of focus.
6. Supplements (such as letters of recommendation or a curricula vitae) may be attached to the nomination statement; however, these are not a substitute for the content of the nomination statement which must clearly and thoroughly detail the nominee's accomplishments.
7. Nomination statements should be typed, and submitted with a current head-and-shoulders photograph of the nominee.
8. The nomination statement (with photo) must be received by the due date listed on the nomination form.
9. Nominations should be mailed to: "name of the award," AOA Communications Group, 243 N. Lindbergh Blvd., St. Louis, MO 63141.
10. Nominations will be considered by a panel of AOA-member judges. In the event that a suitable nominee is not selected by the panel, no award will be given that year.